



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

June 8, 2009

Steve Caiozzo, Vice President, Finance & Administration  
Capo Industries, Inc.  
5498 Vine Street  
Chino, CA 91710

Dear Mr. Caiozzo:

RE: **FINAL MONITORING VISIT REPORT** for Capo Industries, Inc.– **ET07-0337**

<b>Date of the Visit:</b>	4/29/09
<b>Beginning/Ending Time:</b>	9:00am -10:00am
<b>Date of Last Visit:</b>	11/5/08
<b>Visit Location:</b>	Teleconference
<b>Persons in attendance:</b>	Mary Goff, HR Manager Ryan Swier, ETP Analyst
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	4/30/07-4/29/09	<b>Agreement Amount:</b>	\$49,348
<b>Training Start Date:</b>	5/1/07	<b>No. to Retain:</b>	73
<b>Date Training must be Completed:</b>	1/29/09	<b>Range of Hours:</b>	8-60
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	26

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(619) 686-1920

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ETP (04/15/05)

### **FINAL REPORT SUMMARY:**

The Agreement was executed on 11/30/07 and training began on 5/14/07. Your staff reported that all training was completed on 12/11/08 which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 4/29/09.

ETP approved two Agreement modifications on 8/09/07, which added on Computer Based Training and on 11/5/07, which extended the term of the contract by 12 months (from April 29, 2008 to April 29, 2009).

### **INTERVIEW WITH THE CONTRACTOR**

The Contractor reported that ETP-funded training has increased employee's skills in management, computer and manufacturing skills. Ms. Goff stated that the leadership training increased the skill level of the management team, allowed for internal promotions and increased overall all communication and moral companywide. Capo trained all staff on the new ERP system which is working better than expected. Also, the new machine training improved productivity. Capo Industries, Inc. had no barriers in implementing the ETP project.

### **PROJECT STATUS**

Trainees Started Training:	43
Trainees Enrolled:	45
Dropped Following Enrollment:	0
Completed Minimum Training Hours:	41
Completed Training:	41
Completed Retention:	41

*The chart below lists the training hours provided to the 43 trainees tracked on-line who reached the specified benchmarks:*

<b>NUMBER OF TRAINEES: (# TRAINEES)</b>	<b>HOURS COMPLETED</b>	<b>PERCENTAGE OF TOTAL ENROLLED</b>
2	.25-7.75	5%
15	8-30	35%
26	31-60	60%

As of the date of the Monitoring Visit, the Contractor's statistics showed that 41 trainees had completed a minimum of 8 hours of training to qualify for reimbursement. Mr. Swier explained to the contractor that the per trainee reimbursement for class/lab training is based on the total number of training hours completed by each trainee, provided the minimum 8 hours of training and no more than the maximum 60 hours of training are completed, and all other Agreement terms and conditions are met.

The aforementioned 41 retrainees were provided a total of 1566 hours of training. Therefore, Capo can potentially earn \$40,716 in reimbursement (83 percent of encumbered funds), if all Agreement terms and conditions are met. As of the date of this report the Capo had received \$33,242.25 of which of which \$10,920 is considered earned and approved by ETP. **You must submit final closeout invoice on all trainees within 30 Days of the end of the term date of the agreement which was 5/29/09. If you have not submitted the final closeout invoice you must contact the fiscal unit at (916) 327-9384 and request an extension.**

**ATTENDANCE ROSTERS:**

Mr. Swier review rosters on the 11/5/09 monitoring visit. Minimum training was conducted after this visit.

**AUDIT:**

Capo Industries, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information contained in this letter, please contact Ryan Swier at (619) 686-1902, or e-mail him at [rswier@etp.ca.gov](mailto:rswier@etp.ca.gov) within ten (10) working days from the receipt of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Regional Office

A handwritten signature in black ink, appearing to read 'R. Swier', with a long horizontal stroke extending to the right.

Ryan Swier, Contract Analyst  
San Diego Regional Office

cc: Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File